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ABSTRACT

This document defines, describes usage of, and provides samples of student competency profiles being used in 17 vocational programs at Rutland Area Vocational-Technical Center in Rutland, Vermont. The profiles cover the following programs: auto body, auto mechanics, business/data processing, cabinetmaking, carpentry/masonry, culinary arts, distributive education, electrical/plumbing, electronics, graphic arts, health occupations, human services, machine trades, metal fabrication/welding, power and agricultural mechanics, secretarial, and timber harvest and forest production. The profile is presented as a multi-use tool for competency-based vocational education. Student evaluation, special needs, monitoring, teacher/student feedback, student employability, and program planning and accountability are areas to which the profile may contribute. A bibliography is included in this sample package. (Author/KC)

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Student Competency Profile Chart: A Competency Based Vocational Education Instrument

by

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ABSTRACT

This document defines, describes usage, and provides samples of student competency profiles being utilized in seventeen vocational programs at Rutland Area Vocational-Technical Center in Rutland, Vermont. The programs have the following titles: Auto Body, Auto Mechanics, Business/Data Processing, Cabinetmaking, Carpentry/Masonry, Culinary Arts, Distributive Education, Electrical/Plumbing, Electronics, Graphic Arts, Health Occupations, Human Services, Machine Trades, Metal Fabrication/ Welding, Power and Agricultural Mechanics, Secretarial, Timber Harvest and Forest Production. The profile is presented as a multi-use tool for competency based vocational education. Student evaluation, special needs monitoring, teacher/student feedback, student employability, and program planning and accountability are areas the profile contributes to.

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INTRODUCTION

The Rutland Area Vocational-Technical Center (RAVTC) in Rutland, Vermont began planning the development of Competency Based Vocational Education (CBVE) in 1982. The development process, over a period of eighteen months, was accomplished by the combined efforts of vocational instructors, administrators, and business and trades people from the Rutland community.

In the fall of 1984 there was a need to develop a student competency profile for use in the seventeen vocational programs. After reviewing several formats being used in other vocational programs around the country, one format was adopted and revised to meet the needs of Rutland's programs. Samples of the profiles now being used at Rutland can be seen in (section IV.) of this paper.

The competencies listed on the profiles reflect the skills actually being taught in the programs at the center. Criteria used in selecting the competencies include the following: resources and equipment available, instructors' background and abilities, and the needs of the surrounding community. The profile is presently in its second year of use at Rutland and has already received several minor changes. These changes have mostly concerned clarifying competency statements and adding/deleting competencies. More revisions will occur as an ongoing part of Rutland's CBVE implementation and will reflect any changes in program curriculums.

II. DEFINITION OF PROFILE

Student Competency Profile Chart - A Competency Based Vocational Education Instrument.

What is a Student Competency Profile Chart? It is a document that confirms a student's knowledge and performance for competencies in a vocational program as evaluated by the instructor. The conventional use of a profile as an evaluation tool presents it as an intrinsic part of CBVE. "Competency based education requires appropriate systems of evaluation and reporting of student achievement based upon what they know, rather than upon comparison with what other students know."[1] The student competency profile being used at RAVTC is used as a check-off list indicating when a student completes specified competencies and reports the degree of proficiency the student has achieved. The profile takes on added dimension when favorable characteristics are present and properly applied. Additional uses will be discussed in (section III.) of this paper.

The format for the profiles being used at Rutland was taken from a profile which was developed by the U.S. Department of Labor and used for many years in Job Corps.[2] Revisions were made in the Evaluation Code Key and the method of sequencing competencies was changed to apply to Rutland's programs.

The Student Competency Profiles being used at RAVTC have some characteristics worthy of noting. One of these concerns the evaluation format. Consideration is given to performance and knowledge. The instructor evaluates a student's performance and/or knowledge using knowledge and performance tests which they are currently developing for each competency. The following is an example of the Evaluation code key being used at (RAVTC):

EVALUATION CODE KEY

Performance
1. Can do all parts of the task - needs job entry supervision.
2. Can do most parts of the task -needs close supervision.
3. Can do simple parts of the task -needs extremely close supervision.

DNP. Did not participate in this part of the program.

Knowledge
1. Can explain how and when a task must be done -can analyze facts and principles.
2. Can name most steps in doing a task - can explain simple facts and principles.
3. Can identify parts, tools and understands simple facts about the task.

DNP. Did not participate in this part of the program.

Three other noteworthy characteristics can be seen in the Evaluation Code Key. Firstly, consideration is given to the student's supervision needs. All evaluations are based upon the assumption that training provided is aimed toward job entry skills. Therefore, the highest performance rating a student can attain, states that job entry supervision is needed. Secondly, as a student is rated higher on the knowledge scale, this indicates the student has attained more complex cognitive skills. Thirdly, some students, such as special needs students, might not be required to participate in certain parts of the programs. The instructor can indicate this by rating the student with DNP (Did not participate in this part of the program).

The first page of all the Student Competency Profiles contain sixteen competencies that are common to all the programs at RAVTC. The first competency pertains to safety. The second through sixth refer to attitude factors. The seventh through sixteenth consist of employability competencies that have been developed by the Vermont Department of Education for use in all vocational programs in the State.[3] The seventeenth through the last competency apply to the specific programs. The competency statements are numbered and listed in an order to represent, as closely as possible, the sequence presented throughout the program duration.

Profile Usage

The value of the student competency profile can be attributed to its varied applications. It can be utilized for student evaluation, special needs monitoring, teacher/student feedback, student employability, and program planning and accountability.

As an evaluation tool, RAVTC uses it in conjunction with the traditional grading system. It is not perceived as an alternative to grading but as a supplement providing a clearer picture of a student's abilities and employability.

When a student enters a program, the instructor presents him/her with a copy of the profile. This allows the student a clear picture of the program expectations. Each student's profile is reviewed and updated by their instructor weekly or as the student completes new competencies. Three times per year, the updated profiles are delivered to the Rutland Center's administrative office for review and for recording in computer files. At the end of the school year a copy is placed in each student's permanent file located in the guidance department. When a student completes or leaves a program, a copy is available to them from the guidance department.

The following is a sample of guidelines provided for instructors for updating Student Competency Profiles:

GUIDELINES

1. Please enter a DATE in the appropriate boxes. eg. Mo./Yr. 3/86

2. A student's profile should show a pattern of improvements in some competencies and a pattern of additional competencies being evaluated by the instructor as an ongoing routine.

3. Use your professional judgement in deciding to evaluate a student's Performance And/Or Knowledge of a particular competency.

4. Do not fill in DNP (Did not Participate) categories until the student's final evaluation in your program.

5. Review each Profile personally with each student INDIVIDUALLY. This should only take a few minutes weekly for each student, if done on a regular basis. Use instructional time to accomplish this.

The profile is being used at RAVTC by Special Needs

The profile is being used at RAVTC by Special Needs instructors for planning and monitoring. They have found it useful as a guide to assist in development of Individualized Vocational Plans (I.V.P.). They are able able to quickly identify objectives and monitor special needs students' progress. They have claimed that it saves time when writing reports and has improved communications with other vocational instructors at RAVTC.

The aspect of teacher/student feedback is important in vocational education. "Competency based education can better prepare students with on-going information regarding their personal progress."[4] Consensus among Rutland's staff promotes the profile as providing uniform feedback for all students. Periodic reviews between instructors and individual students can more easily be accomplished using this document. The profile provides a clear list of student expectations and evaluation. Therefore, individual feedback can easily be provided and documented.

At the end of a student's training, which in most cases at RAVTC is two years, the student may obtain a copy of his/her profile to use as a supplement with a job application and resume'. Several business people in the community who have seen these profiles have given positive feedback concerning placement of students in their organizations. They have stated that the profile provides a clearer picture of employability and can save the employer time and money by quickly matching the new employee with appropriate duties.

The Student Competency Profile, being an accurate outline of the total program curriculum, becomes a useful planning guide. Teachers can refer to the competency list to help plan learning activities and help develop their lesson plans. An additional aspect of planning concerns program advisory committees. Each vocational program at RAVTC has an advisory committee that meets twice a year. The committees are made up of the vocational instructor, a vocational administrator, and several people from the community involved in fields related to the particular vocation. Their responsibility as a group is to recommend changes to meet the needs of the students and the community. The profile becomes a good reference for the committees to use when planning recommendations.

Lastly, and of considerable importance, the Student Competency Profile is an accountability tool. "Competency based education can provide better accountability to the general public for the educational program standards accepted by educational institutions."[5] The student competency profile being used at RAVTC clearly states the vocational program expectations by listing the competency statements, and it clearly reports student achievement through the use of the evaluation format.

IV. SAMPLES OF PROFILES

STUDENT COMPETENCY PROFILE

Rutland Area Vocational-Technical Center
Rutland, Vermont 05701
Tel. (802) 773-1990

Student Number: ____________
Vocational Program: Auto Body
Student Name: ____________
Vocational Teacher: ____________
Year: 85-86

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP
1. Demonstrates safety precautions in use of materials, tools and equipment.								
2. Maintains appropriate personal hygiene.								
3. Arrives on time and attends each day.								
4. Works cooperatively with fellow workers.								
5. Follows instructions willingly and accepts constructive criticism.								
6. Respects value of school and personal property and cares for it properly.								
7. Identify personal work-related areas.								
8. Identify personal work-related values.								
9. Identify three personal strengths and three vocational or educational skills.								
10. Review the qualifications required for a specific occupation and identify how to meet those qualifications s/he does not have.								
11. Demonstrate familiarity with the following sources of job information: a) newspaper ads, b) Vermont Job Service, c) school placement services, d) employment agencies, e) personal contacts.								
12. Identify three local employers in a chosen occupational field and list their addresses and phone numbers as well as their starting wages and hiring information.								
13. Prepare a data sheet/resume which includes education, interests, work experience, and three personal references with addresses and phone numbers.								
14. Fill out correctly a sample job application.								
15. Demonstrate the ability to make a job interview appointment by phone and participate in a real or mock job interview with a follow-up evaluation.								
16. Demonstrate understanding of employer expectations; such as, working under supervision, appropriate dress and language, and completing assigned tasks on time.								

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP
17. Identify, maintain and use common auto body tools.								
18. Know-how to handle solvents and other flammable liquids.								
19. Straighten small dents including filling/sanding/feather edging/priming. BASIC								
20. Collision damage correction.								
21. Remove and replace trim and hardware.								
22. Remove, replace and adjust all bolt-on sheet metal components.								
23. Set up, operate and maintain hydraulic jacks.								
24. Align panels using a portable puller.								
25. Straighten dents including filling/sanding/feather edging/priming. ADVANCED								
26. Finish metal using hammer, dolly and body file.								
27. Use and maintain gas welding and arc welding equipment to heat/cut/weld/braze.								
28. Remove, replace and adjust glass.								
29. Clean and treat metal in preparation for painting.								
30. Operate and maintain painting equipment.								
31. Refinish with synthetic enamel/acrylic enamel/polyurethanes.								
32. Refinish with acrylic lacquer.								
33. Demonstrate spot painting and blending procedures.								
34. Demonstrate procedures for power buffing and hand rubbing.								
35. Demonstrate procedures for detailing vehicles.								
36. Identify and determine use of refinishing products.								
37. Identify and determine use of refinishing problems, causes and cures.								
38. Estimate refinish times and materials.								
39. Replace panels/weld on.								
40. Identify and use tools, materials and procedure for refinishing fiberglass.								
41. Identify auto body model and parts.								
42. Use manuals/books pertaining to auto body trade.								
43. Prepare recordkeeping pertaining to auto body trade.								

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP

TEACHER COMMENTS: ______________________________

____

Evaluation Code Key

Performance

1. Can do all parts of the task - needs job entry supervision.
2. Can do most parts of the task - needs close supervision.
3. Can do simple parts of the task - needs extremely close supervision.

DNP Did not participate in this part of the course.

Knowledge

1. Can explain how and when a task must be done - can analyze facts and principles.
2. Can name most steps in doing a task - can explain simple facts and principles.
3. Can identify parts, tools and understands simple facts about the task.

DNP Did not participate in this part of the course.

STUDENT COMPETENCY PROFILE

Rutland Area Vocational-Technical Center
Rutland, Vermont 05701

Tel. (802) 773-1990

Student Number: ____________

Vocational Program: Auto Mechanics

Student Name: ____________

Vocational Teacher: ____________

Year: 1985-86

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP
1. Demonstrates safety precautions in use of materials, tools and equipment.								
2. Maintains appropriate personal hygiene.								
3. Arrives on time and attends each day.								
4. Works cooperatively with fellow workers.								
5. Follows instructions willingly and accepts constructive criticism.								
6. Respects value of school and personal property and cares for it properly.								
7. Identify personal work-related areas.								
8. Identify personal work-related values.								
9. Identify three personal strengths and three vocational or educational skills.								
10. Review the qualifications required for a specific occupation and identify how to meet those qualifications s/he does not have.								
11. Demonstrate familiarity with the following sources of job information: a) newspaper ads, b) Vermont Job Service, c) school placement services, d) employment agencies, e) personal contacts.								
12. Identify three local employers in a chosen occupational field and list their addresses and phone numbers as well as their starting wages and hiring information.								
13. Prepare a data sheet/resume which includes education, interests, work experience, and three personal references with addresses and phone numbers.								
14. Fill out correctly a sample job application.								
15. Demonstrate the ability to make a job interview appointment by phone and participate in a real or mock job interview with a follow-up evaluation.								
16. Demonstrate understanding of employer expectations; such as, working under supervision, appropriate dress and language, and completing assigned tasks on time.								

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP
17. Work from a repair order or a job sheet.								
18. Understand the use of repair manuals.								
19. Determine need for fluid and filter changes and perform these services.								
20. Bring in and position a vehicle on a lift.								
21. Determine recommended tire size and change tires, and diagnose usual wear.								
22. Static balance tires or computer balance tires.								
23. Demonstrate knowledge and procedures of credit cards, sales slips, and cash register.								
24. Install new parts in vehicle exhaust system.								
25. Perform a state inspection on a vehicle.								
26. Trouble shoot electrical circuits using a test lite, volt meter and ohm meter.								
27. Test and replace simple electrical units such as light bulbs, fuses and circuit breakers.								
28. Perform basic battery service.								
29. Understand basic theory of cranking circuit and individual components.								
30. Perform circuit resistance test.								
31. Test entire cranking system including wire routing.								
32. Estimate cost of parts for a scheduled tune-up.								
33. Remove and replace typical parts used in a scheduled tune-up.								
34. Test suspected faulty parts using the proper equipment and testing procedure.								
35. Use telephone to compare parts availability.								
36. Understand theory of charging system.								
37. Repair or replace all parts of charging system.								
38. Inspect brake system; adjust or replace components of brake system.								
39. Replace and rebuild wheel cylinder, power brake units and caliper.								
40. Lathe brake drums and rotors.								
41. Inspect, list parts needed.								
42. Demonstrate proper handling of oxygen, fuel gases and related equipment.								

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP
43. Bond metals together using brazing non-fusion welding techniques.								
44. Set up and use oxy-fuel cutting equipment.								
45. Locate and identify major componenets of fuel system on an automobile.								
46. Replace major components of auto fuel system.								
47. Identify six circuits of a carburetor and describe the function of each.								
48. Perform all internal and external adjustments on a carburetor.								
49. Identify the components, test and repair emission systems.								
50. Locate and determine cause of external engine leaks.								
51. Replace external gaskets and seals.								
52. Diagnose and determine need to disassemble engine.								
53. Overhaul cylinder head. Overhaul engine upper section.								
54. Overhaul engine lower section.								
55. Understand, inspect and repair auto engine cooling systems.								
56. Service a clutch by trouble shooting, repairing and adjusting clutch.								
57. Identify and test to verify drive line problems.								
58. Follow repair manual sequence in removing, and installing the transmission.								
59. Transaxle overhaul.								
60. Service drive axle seals, joints and bearings.								
61. Know theory of operating of two-stroke and four-stroke engines.								
62. Identify common suspension and steering parts, and align to specifications.								
63. Replace springs, torsion bars, ball joints, control arm bushings, spindles, stabilizer bars and links and McPherson strut assemblies.								

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP

TEACHER COMMENTS: ____

____

Evaluation Code Key

Performance

1. Can do all parts of the task - needs job entry supervision.
2. Can do most parts of the task - needs close supervision.
3. Can do simple parts of the task - needs extremely close supervision.

DNP Did not participate in this part of the course.

Knowledge

1. Can explain how and when a task must be done - can analyze facts and principles.
2. Can name most steps in doing a task - can explain simple facts and principles.
3. Can identify parts, tools and understands simple facts about the task.

DNP Did not participate in this part of the course.

STUDENT COMPETENCY PROFILE

Rutland Area Vocational-Technical Center
Rutland, Vermont 05701
Tel. (802) 773-1990

Student Number: ____________ Vocational Program: Business/Data Processing

Student Name: ____________ Vocational Teacher: ____________ Year: 1985-86

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP
1. Demonstrates safety precautions in use of materials, tools and equipment.								
2. Maintains appropriate personal hygiene.								
3. Arrives on time and attends each day.								
4. Works cooperatively with fellow workers.								
5. Follows instructions willingly and accepts constructive criticism.								
6. Respects value of school and personal property and cares for it properly.								
7. Identify personal work-related areas.								
8. Identify personal work-related values.								
9. Identify three personal strengths and three vocational or educational skills.								
10. Review the qualifications required for a specific occupation and identify how to meet those qualifications s/he does not have.								
11. Demonstrate familiarity with the following sources of job information: a) newspaper ads, b) Vermont Job Service, c) school placement services, d) employment agencies, e) personal contacts.								
12. Identify three local employers in a chosen occupational field and list their addresses and phone numbers as well as their starting wages and hiring information.								
13. Prepare a data sheet/resume which includes education, interests, work experience, and three personal references with addresses and phone numbers.								
14. Fill out correctly a sample job application.								
15. Demonstrate the ability to make a job interview appointment by phone and participate in a real or mock job interview with a follow-up evaluation.								
16. Demonstrate understanding of employer expectations; such as, working under supervision, appropriate dress and language, and completing assigned tasks on time.								

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP
CALCULATOR								
17. Operate electronic calculator - basic function.								
18. Operate electronic calculator - memory function.								
BUSINESS MATH								
19. Demonstrate knowledge of weights and measures.								
20. Calculate interest and due dates.								
21. Calculate cash and trade discounts.								
ACCOUNTING								
22. Identify accounting careers and concepts.								
23. Demonstrate basic knowledge of accounting equation and balance sheet.								
24. Analyze effects of business transactions.								
25. Analyze transactions into debit and credit parts.								
26. Journalize transactions.								
27. Post transactions.								
28. Prepare a six-colum worksheet.								
29. Prepare financial statements.								
30. Close the ledger and prepare post closing trial balance.								
31. Reconcile bank statements.								
32. Use a business simulation kit for sole proprietorship.								
33. Journalize purchases and cash payments.								
34. Journalize sales and cash receipts.								
35. Post for partnership, merchandising business.								
36. Prepare an eight-colum worksheet with adjustments.								
37. Prepare partnership financial statements.								
38. Record adjusting and closing entries.								
39. Use a business simulation kit for partnership with combination journal, A/R and A/P ledgers.								
40. Calculate pay (wages, salary, piecework, commissions).								

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP
41. Maintain payroll records.								
42. Compute payroll and related taxes and use a pegboard payroll system.								
43. Maintain accounts receivable records.								
44. Age accounts receivable.								
45. Maintain accounts payable records.								
46. Maintain petty cash fund..								
47. Maintain voucher system.								
48. Calculate depreciation.								
49. Record depreciation.								
50. Record accrurals/prepaids.								
51. Prepare inventory and budget controls.								
52. Account for taxes, notes and drafts.								
53. Maintain corporate records.								
54. Prepare corporate financial reports.								
55. Process sales..								
56. Discuss elements of cost accounting.								
57. Use applied office practice and office simulation.								
DATA PROCESSING								
58. Discuss I/O control activities.								
59. Demonstrate knowledge of history and concepts of data processing.								
60. Demonstrate safe and correct use of computer system and disks.								
61. Achieve dexterity and accuracy goals set by instructor.								
62. Use basic word-processing program.								
63. Use advanced word-processing program.								
64. Use computer for simple filing system and forms.								
65. Use data base management system.								
66. Use computer for data entry.								
67. Use Computer for separate accounting activities.								

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP
68. Use computer to maintain general ledger accounting system.								
69. Use computer to create a new set of books for a general ledger system.								
70. Introduce to basic programming language.								
71. Use computer for electronic spreadsheets.								
72. Use computer for inventory.								
73. Use computer for payroll application.								
74. Use computer for A/P, A/R applications.								
75. Use computer for creating bulletins, banners, logos and letterheads.								

TEACHER COMMENTS: ____________________

____

Evaluation Code Key

Performance

1. Can do all parts of the task - needs job entry supervision.
2. Can do most parts of the task - needs close supervision.
3. Can do simple parts of the task - needs extremely close supervision.

DNP Did not participate in this part of the course.

Knowledge

1. Can explain how and when a task must be done - can analyze facts and principles.
2. Can name most steps in doing a task - can explain simple facts and principles.
3. Can identify parts, tools and understands simple facts about the task.

DNP Did not participate in this part of the course.

STUDENT COMPETENCY PROFILE

Rutland Area Vocational-Technical Center
Rutland, Vermont 05701

Tel. (802) 773-1990

Student Number: ____________________

Vocational Program: CABINETMAKING

Student Name: ____________________

Vocational Teacher: ____________________

Year: 1985-86

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP
1. Demonstrates safety precautions in use of materials, tools and equipment.								
2. Maintains appropriate personal hygiene.								
3. Arrives on time and attends each day.								
4. Works cooperatively with fellow workers.								
5. Follows instructions willingly and accepts constructive criticism.								
6. Respects value of school and personal property and cares for it properly.								
7. Identify personal work-related areas.								
8. Identify personal work-related values.								
9. Identify three personal strengths and three vocational or educational skills.								
10. Review the qualifications required for a specific occupation and identify how to meet those qualifications s/he does not have.								
11. Demonstrate familiarity with the following sources of job information: a) newspaper ads, b) Vermont Job Service, c) school placement services, d) employment agencies, e) personal contacts.								
12. Identify three local employers in a chosen occupational field and list their addresses and phone numbers as well as their starting wages and hiring information.								
13. Prepare a data sheet/resume which includes education, interests, work experience, and three personal references with addresses and phone numbers.								
14. Fill out correctly a sample job application.								
15. Demonstrate the ability to make a job interview appointment by phone and participate in a real or mock job interview with a follow-up evaluation.								
16. Demonstrate understanding of employer expectations; such as, working under supervision, appropriate dress and language, and completing assigned tasks on time.								

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP
FIRST YEAR CABINETMAKING								
17. Complete elementary lathe exercise (cylinder with caliper).								
18. Use hand tools.								
19. Apply hand tool safety practices.								
20. Operate router (edge and free-hand).								
21. Operate table saw (rip, cross-cut, dado, rabbet).								
22. Operate jointer (edge, flat, angle, rabbet).								
23. Operate planer (general surfacing, rough and finish).								
24. Operate band saw (straight, curve, circular cutting).								
25. Operate radial arm saw (cross-cut).								
26. Operate mortiser (straight mortise).								
27. Utilize tenoning devise.								
28. Operate drill press.								
29. Utilize miter box and lion trimer.								
30. Produce mortise and tenon joint.								
31. Apply power tool safety practices.								
32. Produce straight spline.								
33. Produce miter joint and splined miter.								
34. Produce half lap joint.								
35. Produce doweled edge.								
36. Produce rabbet and dado combination.								
37. Produce tongue and groove.								
38. Identify wood.								
39. Apply basic furniture construction techniques.								
40. Demonstrate cabinet door and drawer construction.								
41. Apply hand finishing techniques.								

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP
SECOND YEAR CABINETMAKING								
42. Read blueprints.								
43. Develop drawings to scale.								
44. Design furniture and cabinets.								
45. Demonstrate tool grinding techniques.								
46. Develop proficiency for dado, rabbet and plunge cutting using router.								
47. Design pattern for lathe operation.								
48. Demonstrate hand carving techniques.								
49. Explain interior finish trim techniques.								
50. Operate jointer (taper and blade setting),								
51. Operate and maintain table saw.								
52. Construct a taper using table saw.								
53. Operate portable power circular saw (plunge cut).								
54. Operate planer (sharpening, blade setting).								
55. Operate radial arm saw (rip, compound angle, dado).								
56. Operate mortiser (set up-angle mortising).								
57. Operate panel saw (rip and cross cut).								
58. Operate shaper (free hand and fence).								
59. Hardware and illustrate fastener.								
60. Perform formica work (edge and flat)								
61. Design, layout, and construct kitchen cabinet.								
62. Demonstrate dovetail construction.								
63. Demonstrate finger joint construction.								
64. Produce a straight edge raised panel.								
65. Produce a curved edge raised panel (single and double).								
66. Demonstrate clamping and glueing techniques.								
67. Apply spray finishing techniques.								

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP

TEACHER COMMENTS: ____

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Evaluation Code Key

Performance

1. Can do all parts of the task - needs job entry supervision.
2. Can do most parts of the task - needs close supervision.
3. Can do simple parts of the task - needs extremely close supervision.

DNP Did not participate in this part of the course.

Knowledge

1. Can explain how and when a task must be done - can analyze facts and principles.
2. Can name most steps in doing a task - can explain simple facts and principles.
3. Can identify parts, tools and understands simple facts about the task.

DNP Did not participate in this part of the course.

STUDENT COMPETENCY PROFILE

Rutland Area Vocational-Technical Center
Rutland, Vermont 05701
Tel. (802) 773-1990

Student Number: ____________________
Vocational Program: Carpentry/Masonry (Building Trades)
Student Name: ____________________
Vocational Teacher: ____________________
Year: 1985-86

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP
1. Demonstrates safety precautions in use of materials, tools and equipment.								
2. Maintains appropriate personal hygiene.								
3. Arrives on time and attends each day.								
4. Works cooperatively with fellow workers.								
5. Follows instructions willingly and accepts constructive criticism.								
6. Respects value of school and personal property and cares for it properly.								
7. Identify personal work-related areas.								
8. Identify personal work-related values.								
9. Identify three personal strengths and three vocational or educational skills.								
10. Review the qualifications required for a specific occupation and identify how to meet those qualifications s/he does not have.								
11. Demonstrate familiarity with the following sources of job information: a) newspaper ads, b) Vermont Job Service, c) school placement services, d) employment agencies, e) personal contacts.								
12. Identify three local employers in a chosen occupational field and list their addresses and phone numbers as well as their starting wages and hiring information.								
13. Prepare a data sheet/resume which includes education, interests, work experience, and three personal references with addresses and phone numbers.								
14. Fill out correctly a sample job application.								
15. Demonstrate the ability to make a job interview appointment by phone and participate in a real or mock job interview with a follow-up evaluation.								
16. Demonstrate understanding of employer expectations; such as, working under supervision, appropriate dress and language, and completing assigned tasks on time.								

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP
17. Identify, use and maintain common masonry tools.								
18. Prepare footings and foundations.								
19. Prepare paving and finishing concrete.								
20. Construct chimneys and fireplaces.								
21. Construct buildings - masonry.								
22. Mix mortar manually.								
23. Build scaffolding.								
24. Clean masonry.								
25. Cut brick or block with masonry saw.								
26. Mix mortar mechanically.								
27. Identify, use and maintain common carpentry hand tools.								
28. Sharpen chisels, plane irons, handsaws, auger bits and twist drills.								
29. Identify, use and maintain portable power tools.								
30. Use and maintain radial arm saw and table saw.								
31. Operate radial arm saws to make miters, compound miters, dadoes, grooves and rabbets.								
32. Operate table saw to taper, rip and make cove cuts.								
33. Read a scale rule.								
34. Read blueprints.								
35. Set up and use builder's level and transit-level.								
36. Build batter boards and layout lines for a building.								
37. Use 6-8-10 method for squaring corners.								
38. Construct concrete forms.								
39. Frame floors.								
40. Frame exterior walls.								
41. Determine and make rough openings for interior doors.								
42. Layout and erect nonbearing partitions and install backing in walls for fixtures.								
43. Frame hip and intersecting roofs.								

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP
44. Apply roof sheathing.								
45. Frame stairs.								
46. Determine riser height and tread run of stairways.								
47. Install various kinds of insulation.								
48. Explain the need for ventilating a structure, describe types of ventilators and state the minimum recommended sizes.								
49. Construct cornices.								
50. Describe and install various types of roofing materials.								
51. Estimate roofing materials.								
52. Describe and install various types of windows.								
53. Name the parts of, build and set in exterior door frame.								
54. Hang an exterior door and install a lockset.								
55. Describe procedures for drywall construction.								
56. Describe, estimate and apply wall paneling materials.								
57. Finish ceilings.								
58. Describe sizes and types of interior doors.								
59. Hang interior door and install locksets on interior doors.								
60. Identify standard moulding patterns and describe uses.								
61. Install various mouldings.								
62. Estimate and apply various finished flooring.								
63. Plan, order and install factory-built kitchen cabinets.								
64. Classify cabinet doors and drawers according to methods of construction and installation.								

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP

TEACHER COMMENTS: ____

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Evaluation Code Key

Performance

1. Can do all parts of the task - needs job entry supervision.
2. Can do most parts of the task - needs close supervision.
3. Can do simple parts of the task - needs extremely close supervision.

DNP Did not participate in this part of the course.

Knowledge

1. Can explain how and when a task must be done - can analyze facts and principles.
2. Can name most steps in doing a task - can explain simple facts and principles.
3. Can identify parts, tools and understands simple facts about the task.

DNP Did not participate in this part of the course.

STUDENT COMPETENCY PROFILE

Rutland Area Vocational-Technical Center
Rutland, Vermont 05701
Tel. (802) 773-1990

Student Number: ______________________ Vocational Program: Culinary Arts

Student Name: ______________________ Vocational Teacher: ______________________ Year: 1985-86

COMPETENCIES	EVALUATION Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP
1. Demonstrates safety precautions in use of materials, tools and equipment.								
2. Maintains appropriate personal hygiene.								
3. Arrives on time and attends each day.								
4. Works cooperatively with fellow workers.								
5. Follows instructions willingly and accepts constructive criticism.								
6. Respects value of school and personal property and cares for it properly.								
7. Identify personal work-related areas.								
8. Identify personal work-related values.								
9. Identify three personal strengths and three vocational or educational skills.								
10. Review the qualifications required for a specific occupation and identify how to meet those qualifications s/he does not have.								
11. Demonstrate familiarity with the following sources of job information: a) newspaper ads, b) Vermont Job Service, c) school placement services, d) employment agencies, e) personal contacts.								
12. Identify three local employers in a chosen occupational field and list their addresses and phone numbers as well as their starting wages and hiring information.								
13. Prepare a data sheet/resume which includes education, interests, work experience, and three personal references with addresses and phone numbers.								
14. Fill out correctly a sample job application.								
15. Demonstrate the ability to make a job interview appointment by phone and participate in a real or mock job interview with a follow-up evaluation.								
16. Demonstrate understanding of employer expectations; such as, working under supervision, appropriate dress and language, and completing assigned tasks on time.								

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP
KITCHEN MAINTENANCE								
17. Demonstrates appropriate use of cleaning agents.								
18. Sweeps and mops floors.								
19. Cleans ventilator hoods and filters.								
20. Cleans and stores pots and pans.								
21. Cleans work area(s) and removes garbage.								
22. Cleans and maintains kitchen equipment.								
KITCHEN EQUIPMENT								
23. Operates kitchen equipment, utensils and tools.								
24. Operates mechanical kitchen equipment.								
25. Operates small kitchen equipment.								
26. Operates electrical equipment.								
27. Operates gas fired equipment.								
28. Operates steam pressure equipment.								
DISTRIBUTION AND STORAGE OF FOODS								
29. Receive, store and determine temperature requirements.								
30. Distributes supplies.								
31. Inventory refrigerators, freezers and dry storage area(s).								
32. Defrosts, cleans and maintains refrigerators, freezers and dry storage area(s).								
FOOD PREPARATION								
33. Prepares breakfast foods.								
34. Prepares appetizers.								
35. Demonstrates knowledge of herbs and spices.								
36. Prepares salads and salad dressings.								
37. Prepares cheeses.								
38. Prepares vegetables.								
39. Prepares meats.								
40. Prepares poultry.								

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP
41. Prepares fish and shellfish.								
42. Prepares sandwiches.								
43. Prepares beverages.								
FOOD COOKING								
44. Demonstrates basic cooking methods.								
45. Cooks with herbs and spices.								
46. Cooks soups and stocks.								
47. Cooks vegetables.								
48. Cooks pasta.								
49. Cooks sauces and gravies.								
50. Cooks meats.								
51. Cooks poultry.								
52. Cooks fish and shellfish.								
BAKING AND DESSERT PREPARATION								
53. Identify baking terms and ingredients.								
54. Bakes quick breads.								
55. Bakes cookies.								
56. Bakes bread and roll dough.								
57. Bakes pies.								
58. Bakes pastries.								
59. Bakes cakes.								
60. Decorates cakes.								
RESTAURANT SERVICE								
61. Demonstrates proper appearance and conduct.								
62. Identifies dining room tools and equipment.								
63. Demonstrates knowledge of the menu and dining room service terminology.								
64. Arranges and prepares dining room.								
65. Demonstrates proper table set-up.								

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP
66. Welcomes guests.								
67. Prepares and presents the quest check.								
68. Clears the table.								

TEACHER COMMENTS: ____

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Evaluation Code Key

Performance

1. Can do all parts of the task - needs job entry supervision.
2. Can do most parts of the task - needs close supervision.
3. Can do simple parts of the task - needs extremely close supervision.

DNP Did not participate in this part of the course.

Knowledge

1. Can explain how and when a task must be done - can analyze facts and principles.
2. Can name most steps in doing a task - can explain simple facts and principles.
3. Can identify parts, tools and understands simple facts about the task.

DNP Did not participate in this part of the course.

STUDENT COMPETENCY PROFILE

Rutland Area Vocational-Technical Center
Rutland, Vermont 05701
Tel. (802) 773-1990

Student Number: ______________________ Vocational Program: Distributive Education

Student Name: ______________________ Vocational Teacher: ______________________ Year: 1985-86

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP
1. Demonstrates safety precautions in use of materials, tools and equipment.								
2. Maintains appropriate personal hygiene.								
3. Arrives on time and attends each day.								
4. Works cooperatively with fellow workers.								
5. Follows instructions willingly and accepts constructive criticism.								
6. Respects value of school and personal property and cares for it properly.								
7. Identify personal work-related areas.								
8. Identify personal work-related values.								
9. Identify three personal strengths and three vocational or educational skills.								
10. Review the qualifications required for a specific occupation and identify how to meet those qualifications s/he does not have.								
11. Demonstrate familiarity with the following sources of job information: a) newspaper ads, b) Vermont Job Service, c) school placement services, d) employment agencies, e) personal contacts.								
12. Identify three local employers in a chosen occupational field and list their addresses and phone numbers as well as their starting wages and hiring information.								
13. Prepare a data sheet/resume which includes education, interests, work experience, and three personal references with addresses and phone numbers.								
14. Fill out correctly a sample job application.								
15. Demonstrate the ability to make a job interview appointment by phone and participate in a real or mock job interview with a follow-up evaluation.								
16. Demonstrate understanding of employer expectations; such as, working under supervision, appropriate dress and language, and completing assigned tasks on time.								

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP
PERFORM ADVERTISING ACTIVITIES								
17. Identify major purpose of advertising.								
18. Identify various types of media and their strengths and weaknesses.								
19. Analyze ads.								
20. Explain promotional mix.								
21. Prepare ad layout.								
22. Prepare radio script.								
23. Plan special events.								
COMMUNICATE INFORMATION								
24. Demonstrate role of communication in business.								
25. Give verbal and written presentations.								
26. Demonstrate effective use of telephone techniques.								
27. Introduce people.								
28. Prepare business forms and correspondences.								
29. Follow oral and written instructions.								
30. Actively participate in meetings.								
DISPLAY MERCHANDISE								
31. Create, maintain, and use selling aids.								
32. Plan counter/window/interior displays.								
33. Select merchandise for displays.								
34. Build counter/window/interior displays.								
35. Analyze effectiveness of displays.								
36. Perform display housekeeping.								
APPLY HUMAN RELATIONS SKILLS								
37. Demonstrate effective use of interpersonal skills.								
38. List and classify three catagories (physical, mental, emotional) of personality traits.								
39. Identify abilities and qualities employers expect.								

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP
APPLY HUMAN RELATIONS SKILLS (cont.)								
40. Identify abilities and qualities customers expect.								
41. Demonstrate effective employer/employee relations.								
42. Demonstrate effective customer relations.								
43. Demonstrate good grooming and courtesy skills.								
MANAGE STORE FUNCTIONS.								
44. List hiring procedures.								
45. Assisting in training of new employees.								
46. Encourage moral among employees.								
47. Follow store policies.								
48. Distribute and explain operating information.								
49. Follow lines of authority.								
50. Plan job tasks.								
51. Schedule employees.								
52. Identify grievance procedures.								
53. Explain customer service and facilities locations.								
54. Describe concept of income and expenses.								
55. Suggest change to improve work situation.								
56. Explain proper time card etiquette.								
MATHEMATICS								
57. Perform basic mathematics computations.								
58. Make change.								
59. Calculate tax.								
60. Operate cash register/terminal.								
61. Calculate stock/inventory turnover.								
62. Process charge sale/accounts receivable.								
63. Process customer returns.								
64. Prove cash drawer.								

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP
MATHEMATICS (cont.)								
65. Calculate personal wages.								
66. Calculate discounts/exchange rates.								
67. Calculate break-even point.								
68. Calculate mark-up and mark-down.								
PERFORM MERCHANDISING ACTIVITIES								
69. Prepare merchandising plan.								
70. Demonstrate invoice control.								
71. Compute discounts on purchases.								
72. Develop model stock layout plan.								
73. Demonstrate reordering and restocking concepts.								
74. Outline steps necessary for taking physical inventory.								
75. Indentify buying factors..								
76. Demonstrate ability to locate and place merchandise within established confines.								
77. Explain stimulation of sales.								
BUSINESS OPERATIONS								
78. Explain use of finances.								
79. Complete departmental stock control records.								
80. Demonstrate check cashing and credit card procedures.								
81. Demonstrate shipping and receiving procedures.								
82. Mark merchandise.								
83. Change marked retail prices.								
84. Stock merchandise.								
85. Perform store maintenance.								
86. Practice work place safety precautions.								
87. Explain accident procedures.								
88. Identify shoplifting patterns.								
89. Explain cash flow concepts.								

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP
USE PRODUCT KNOWLEDGE AND CUSTOMER SERVICE INFORMATION								
90. Explain importance of product knowledge								
91. Explain importance of customer service.								
92. List sources of product knowledge.								
93. List sources of customer service information.								
SELL MERCHANDISE								
94. Demonstrate selling skills.								
95. Explain buying motives.								
96. Identify selling strategies.								
97. Explain basic principles of selling as it relates to self-service situations.								
98. Explain basic principles of impulse buying.								
99. Demonstrate ability to translate produce knowledge/customer service information into customer benefits.								
ECONOMIC PRINCIPLES								
100. Recognize economic activities.								
101. Analyze consumer behavior.								
102. Describe product utility.								
103. Identify economic resources.								
104. Analyze business risks.								
105. Define market price.								
106. Define principles of supply and demand.								
107. Define competition.								
108. Compare economic systems.								
109. Identify economic freedoms.								
110. Identify business activities.								
111. Define gross national product.								
112. Analyze business cycles.								

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP

TEACHER COMMENTS: ________________________________

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Evaluation Code Key

Performance

1. Can do all parts of the task - needs job entry supervision.
2. Can do most parts of the task - needs close supervision.
3. Can do simple parts of the task - needs extremely close supervision.

DNP Did not participate in this part of the course.

Knowledge

1. Can explain how and when a task must be done - can analyze facts and principles.
2. Can name most steps in doing a task - can explain simple facts and principles.
3. Can identify parts, tools and understands simple facts about the task.

DNP Did not participate in this part of the course.

STUDENT COMPETENCY PROFILE

Rutland Area Vocational-Technical Center
Rutland, Vermont 05701
Tel. (802) 773-1990

Student Number: ____________________
Vocational Program: Electrical/Plumbing (Building Trades)

Student Name: ____________________
Vocational Teacher: ____________________
Year: 1985-86

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP
1. Demonstrates safety precautions in use of materials, tools and equipment.								
2. Maintains appropriate personal hygiene.								
3. Arrives on time and attends each day.								
4. Works cooperatively with fellow workers.								
5. Follows instructions willingly and accepts constructive criticism.								
6. Respects value of school and personal property and cares for it properly.								
7. Identify personal work-related areas.								
8. Identify personal work-related values.								
9. Identify three personal strengths and three vocational or educational skills.								
10. Review the qualifications required for a specific occupation and identify how to meet those qualifications s/he does not have.								
11. Demonstrate familiarity with the following sources of job information: a) newspaper ads, b) Vermont Job Service, c) school placement services, d) employment agencies, e) personal contacts.								
12. Identify three local employers in a chosen occupational field and list their addresses and phone numbers as well as their starting wages and hiring information.								
13. Prepare a data sheet/resume which includes education, interests, work experience, and three personal references with addresses and phone numbers.								
14. Fill out correctly a sample job application.								
15. Demonstrate the ability to make a job interview appointment by phone and participate in a real or mock job interview with a follow-up evaluation.								
16. Demonstrate understanding of employer expectations; such as, working under supervision, appropriate dress and language, and completing assigned tasks on time.								

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP
17. Identify and demonstrate the proper use of plumbing and electrical power tools.								
18. Demonstrate use of basic math skills in plumbing and heating using geometric figures.								
19. Demonstrate use of basic math skills to add, subtract, divide, and multiply.								
20. Describe and identify all types of pipe and their uses.								
21. Demonstrate ability to thread, tap, and connect all types of pipe.								
22. Describe and demonstrate ability to solder copper pipe and fittings.								
23. Demonstrate ability to picture piping through isometrics.								
24. Use IBR method for figuring heat loss.								
25. Describe and identify all the differences between boilers and furnaces.								
26. Interpret and analyze blueprint specifications.								
27. Understand and demonstrate solar energy principles.								
28. Demonstrate basic water tests for hardness, PH and iron content.								
29. Size the pump tank and piping for a domestic water system.								
30. Demonstrate knowledge of state plumbing code.								
31. Understand and maintain split phase, capacitor start, and capacitor start/capacitor run motors.								
32. Know the location of the primary plumbing inflow and outflow valves and lines.								
33. Draw basic wiring diagrams for burner and pump controls.								
34. Draw schematics for series and parallel electrical circuits and make proper calculations.								
35. Know the difference between AC and DC power.								
36. Identify and install electrical boxes and enclosures.								
37. Identify and determine wire sizes, jackets and uses by use of code book.								
38. Identify and use connectors, lugs, tape, staples and all related supplies for installing electrical equipment.								
39. Understand the electrical forces causing reactive forces such as magnetism.								
40. Demonstrate the use of the national electric code.								

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP
41. Draw single and three phase wave forms.								
42. Understand and define split phase, capacitor start, capacitor start/capacitor run single phase motors.								
43. Describe how to check for faulty overloads, switches and bearing failures.								
44. Use voltage and amperage meters to check for electrical problems.								
45. Define and draw self and mutual inductance within a coil.								
46. Define and draw capacitance in a given circuit.								
47. Explain and draw a basic single phase transformer.								
48. Explain and draw a flourescent light circuit schematic.								
49. Separate the power and control circuits in a control panel.								

TEACHER COMMENTS: ______________________________

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Evaluation Code Key

Performance

1. Can do all parts of the task - needs job entry supervision.
2. Can do most parts of the task - needs close supervision.
3. Can do simple parts of the task - needs extremely close supervision.

DNP Did not participate in this part of the course.

Knowledge

1. Can explain how and when a task must be done - can analyze facts and principles.
2. Can name most steps in doing a task - can explain simple facts and principles.
3. Can identify parts, tools and understands simple facts about the task.

DNP Did not participate in this part of the course.

STUDENT COMPETENCY PROFILE

Rutland Area Vocational-Technical Center
Rutland, Vermont 05701
Tel. (802) 773-1990

Student Number: ______________ Vocational Program: Electronics

Student Name: ______________ Vocational Teacher: ______________ Year: 1985-86

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP
1. Demonstrates safety precautions in use of materials, tools and equipment.								
2. Maintains appropriate personal hygiene.								
3. Arrives on time and attends each day.								
4. Works cooperatively with fellow workers.								
5. Follows instructions willingly and accepts constructive criticism.								
6. Respects value of school and personal property and cares for it properly.								
7. Identify personal work-related areas.								
8. Identify personal work-related values.								
9. Identify three personal strengths and three vocational or educational skills.								
10. Review the qualifications required for a specific occupation and identify how to meet those qualifications s/he does not have.								
11. Demonstrate familiarity with the following sources of job information: a) newspaper ads, b) Vermont Job Service, c) school placement services, d) employment agencies, e) personal contacts.								
12. Identify three local employers in a chosen occupational field and list their addresses and phone numbers as well as their starting wages and hiring information.								
13. Prepare a data sheet/resume which includes education, interests, work experience, and three personal references with addresses and phone numbers.								
14. Fill out correctly a sample job application.								
15. Demonstrate the ability to make a job interview appointment by phone and participate in a real or mock job interview with a follow-up evaluation.								
16. Demonstrate understanding of employer expectations; such as, working under supervision, appropriate dress and language, and completing assigned tasks on time.								

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP
17. Perform test using the following test equipment and material:								
a. VOM.								
b. Function generator.								
c. Logic probe.								
d. DC power supply.								
e. AC power supply.								
f. Stereo analysis.								
g. TV analysis.								
h. Tube tester.								
i. Transistor tester.								
j. Oscilloscope.								
k. Picture tube tester.								
l. Z meter.								
m. Isolation transformer.								
n. Sam's Photofact Index.								
o. Frequency meter.								
18. Analyze and construct DC circuits.								
19. Identify, maintain, adjust and use hand tools.								
20. Express a knowledge of the nature of matter.								
21. Identify sources of electrical energy.								
22. Identify components and construct a circuit from schematics.								
23. Solder, desolder and fabricate circuits.								
24. Perform necessary calculations to analyze basic and complex circuits.								
25. State, measure and calculate current in circuits.								
26. State. measure and calculate voltage in circuits.								
27. Determint power in circuits.								
28. Identify fuses power rating.								
29. Solve problems using Ohm's Law.								

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP
29. Solve problems using Ohm's Law.								
30. Identify series circuits.								
31. Identify parallel circuits.								
32. Calculate for unknown values in simple circuits.								
33. Trace current flow in series-parallel circuits.								
34. Measure and calculate quantities in series-parallel circuits.								
35. Construct a simple electromagnet and check its operation.								
36. Identify fuses, circuit breakers, ground fault systems and equipment grounds.								
37. Describe and construct AC circuits.								
38. Identify alternating current devices.								
39. Calculate quantities of alternating current.								
40. Identify AC generator components.								
41. Identify and solve for values of inductance.								
42. Identify and solve for values of capacitance.								
43. Determine RC time constants in circuits.								
44. Solve for resonance in RLC circuits.								
45. Determine band width in RLC circuits.								
46. Discuss the nature of P-N junction diodes.								
47. Construct and measure rectifier circuits.								
48. Calculate filter circuits.								
49. Describe and measure characteristics of solid state devices.								
50. Describe and construct analog circuits.								
51. Identify PNP and NPN transistor block diagrams and schematics.								
52. Test transistors.								
53. Measure voltage and resistance in transistor circuits.								
54. Identify basic types of transistor circuits.								
55. Plot a transistor output characteristic curve.								
56. Calculate the overall gain of a multistage amplifier circuit.								

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP
57. Construct, test and measure circuits containing operational amplifiers.								
58. Describe and construct digital circuits.								
59. Program computers using "Basic" and "Moniter" language.								
60. Maintain technical records and write reports.								

TEACHER COMMENTS: ____

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Evaluation Code Key

Performance

1. Can do all parts of the task - needs job entry supervision.
2. Can do most parts of the task - needs close supervision.
3. Can do simple parts of the task - needs extremely close supervision.

DNP Did not participate in this part of the course.

Knowledge

1. Can explain how and when a task must be done - can analyze facts and principles.
2. Can name most steps in doing a task - can explain simple facts and principles.
3. Can identify parts, tools and understands simple facts about the task.

DNP Did not participate in this part of the course.

STUDENT COMPETENCY PROFILE

Rutland Area Vocational-Technical Center
Rutland, Vermont 05701
Tel. (802) 773-1990

Student Number: ____________________ Vocational Program: Graphic Arts

Student Name: ____________________ Vocational Teacher: ____________________ Year: 1985-86

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP
1. Demonstrates safety precautions in use of materials, tools and equipment.								
2. Maintains appropriate personal hygiene.								
3. Arrives on time and attends each day.								
4. Works cooperatively with fellow workers.								
5. Follows instructions willingly and accepts constructive criticism.								
6. Respects value of school and personal property and cares for it properly.								
7. Identify personal work-related areas.								
8. Identify personal work-related values.								
9. Identify three personal strengths and three vocational or educational skills.								
10. Review the qualifications required for a specific occupation and identify how to meet those qualifications s/he does not have.								
11. Demonstrate familiarity with the following sources of job information: a) newspaper ads, b) Vermont Job Service, c) school placement services, d) employment agencies, e) personal contacts.								
12. Identify three local employers in a chosen occupational field and list their addresses and phone numbers as well as their starting wages and hiring information.								
13. Prepare a data sheet/resume which includes education, interests, work experience, and three personal references with addresses and phone numbers.								
14. Fill out correctly a sample job application.								
15. Demonstrate the ability to make a job interview appointment by phone and participate in a real or mock job interview with a follow-up evaluation.								
16. Demonstrate understanding of employer expectations; such as, working under supervision, appropriate dress and language, and completing assigned tasks on time.								

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP
17. Handles combustibles safely.								
18. Knows complete camera set-up.								
19. Load and unload copy from copyboard.								
20. Use proportional wheel correctly.								
22. Set timer and f/stop properly.								
23. Positions lamps.								
24. Select film and proper size.								
25. Load and unload film.								
26. Use all developing chemicals properly.								
27. Tape negatives to light table and mask.								
28. Cut windows in mask.								
29. Rule lines on negatives.								
30. Opaque negatives.								
31. Strips for multi-color runs.								
32. Cut windows around halftones.								
33. Store flats.								
34. Position plate and flat in vacuum frame.								
35. Operate vacuum frame.								
36. Set timer for exposure.								
37. Develop plates in sink.								
38. Use proper developing chemical.								
39. Gum and preserve plates.								
40. Know basic press operation and set-up.								
41. Know reproduction techniques.								
42. Know and identify paper.								
43. Identify paper grain direction.								
44. Understand paper weights and substances.								
45. Know paper finishes.								

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP
46. Know theory of mixing ink.								
47. Use ink reducing agents.								
48. Know consistancy of ink flow.								
49. Know composition of ink (ingredients).								
50. Remove press rollers.								
51. Properly clean press rollers.								
52. Remove and replace rubber blankets.								
53. Know how to properly clean blankets.								
54. Pack plate and blanket.								
55. Clean and polish cylinders.								
56. Oil and grease presses.								
57. Add ink to press.								
58. Add fountain concentrate to press.								
59. Load stock.								
60. Adjust air, vacuum, speed, impression and register board.								
61. Compute best paper cuts.								
62. Jog and align stock in paper cutter.								
63. Perform power paper cuts.								
64. Remove and replace cutter blade.								
65. Adjust feeder system on paper folder.								
66. Adjust paper stops.								
67. Set power punch for drilling paper holes.								
68. Insert proper size drills.								
69. Know different kinds of proofs.								
70. Typewrite and paste-up copy.								
71. Read and mark proofs.								
72. Identify proofreaders marks.								
73. Perform duties of proofreader.								

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP
74. Perform duties of proofmarker.								
75. Perform functional operations of computer.								
76. Know computer keyboard.								
77. Identify type sizes and faces.								
78. Care for software.								
79. Know how to edit copy.								
80. Know how to justify copy.								
81. Demonstrate techniques of mixing on line styles.								
82. Understands the total number of lines per inch for type size.								
83. Demonstrate sending typeset copy to typesetter.								
84. Performs processing techniques.								
85. Use manuals, guides and literature pertaining to the Graphic Arts trade.								
86. Maintain job tickets and manuscripts pertaining to the Graphic Arts trade.								

TEACHER COMMENTS: ______________________________

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Evaluation Code Key

Performance

1. Can do all parts of the task - needs job entry supervision.
2. Can do most parts of the task - needs close supervision.
3. Can do simple parts of the task - needs extremely close supervision.

DNP Did not participate in this part of the course.

Knowledge

1. Can explain how and when a task must be done - can analyze facts and principles.
2. Can name most steps in doing a task - can explain simple facts and principles.
3. Can identify parts, tools and understands simple facts about the task.

DNP Did not participate in this part of the course.

STUDENT COMPETENCY PROFILE

Rutland Area Vocational-Technical Center
Rutland, Vermont 05701

Tel. (802) 773-1990

Student Number: ____________ Vocational Program: Health Occupations

Student Name: ____________ Vocational Teacher: ____________ Year: 1985-86

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP
1. Demonstrates safety precautions in use of materials, tools and equipment.								
2. Maintains appropriate personal hygiene.								
3. Arrives on time and attends each day.								
4. Works cooperatively with fellow workers.								
5. Follows instructions willingly and accepts constructive criticism.								
6. Respects value of school and personal property and cares for it properly.								
7. Identify personal work-related areas.								
8. Identify personal work-related values.								
9. Identify three personal strengths and three vocational or educational skills.								
10. Review the qualifications required for a specific occupation and identify how to meet those qualifications s/he does not have.								
11. Demonstrate familiarity with the following sources of job information: a) newspaper ads, b) Vermont Job Service, c) school placement services, d) employment agencies, e) personal contacts.								
12. Identify three local employers in a chosen occupational field and list their addresses and phone numbers as well as their starting wages and hiring information.								
13. Prepare a data sheet/resume which includes education, interests, work experience, and three personal references with addresses and phone numbers.								
14. Fill out correctly a sample job application.								
15. Demonstrate the ability to make a job interview appointment by phone and participate in a real or mock job interview with a follow-up evaluation.								
16. Demonstrate understanding of employer expectations; such as, working under supervision, appropriate dress and language, and completing assigned tasks on time.								

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP
17. Assist with physical examination.								
18. Demonstrate techniques for positioning patients.								
19. Measuring and recording height and weight.								
20. Demonstrate four methods of administering oxygen.								
21. Demonstrate CPR using AHA standards.								
22. Demonstrate First Aid procedures using health industry standards.								
23. Demonstrate various medical sterile and aseptic techniques.								
24. Measure and record vital signs.								
25. Interpret prefixes, suffixes and root words of medical technology.								
26. Interpret essential medical abbreviations.								
27. Practice fire safety.								
28. Practice safety procedures using various safety equipment.								
29. Practice body mechanics techniques.								
30. Identify and describe health field careers.								
31. Assist with minor surgery.								
32. Mount and record electrocardiagram.								
33. Demonstrate techniques for positioning, moving and transfering patients.								
34. Demonstrate techniques for various bedmaking procedures.								
35. Administer personal hygiene techniques.								
36. Measure and record intake and output.								
37. Demonstrate techniques for feeding patients.								
38. Assist patients with bedpan/urinal.								
39. Demonstrate emptying urinary drainage bag.								
40. Collect specimens.								

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP

TEACHER COMMENTS: ____

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Evaluation Code Key

Performance

1. Can do all parts of the task - needs job entry supervision.
2. Can do most parts of the task - needs close supervision.
3. Can do simple parts of the task - needs extremely close supervision.

DNP Did not participate in this part of the course.

Knowledge

1. Can explain how and when a task must be done - can analyze facts and principles.
2. Can name most steps in doing a task - can explain simple facts and principles.
3. Can identify parts, tools and understands simple facts about the task.

DNP Did not participate in this part of the course.

STUDENT COMPETENCY PROFILE

Rutland Area Vocational-Technical Center
Rutland, Vermont 05701

Tel. (802) 773-1990

Student Number: ____________________

Vocational Program: Human Services

Student Name: ____________________

Vocational Teacher: ____________________

Year: 1985-86

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP
1. Demonstrates safety precautions in use of materials, tools and equipment.								
2. Maintains appropriate personal hygiene.								
3. Arrives on time and attends each day.								
4. Works cooperatively with fellow workers.								
5. Follows instructions willingly and accepts constructive criticism.								
6. Respects value of school and personal property and cares for it properly.								
7. Identify personal work-related areas.								
8. Identify personal work-related values.								
9. Identify three personal strengths and three vocational or educational skills.								
10. Review the qualifications required for a specific occupation and identify how to meet those qualifications s/he does not have.								
11. Demonstrate familiarity with the following sources of job information: a) newspaper ads, b) Vermont Job Service, c) school placement services, d) employment agencies, e) personal contacts.								
12. Identify three local employers in a chosen occupational field and list their addresses and phone numbers as well as their starting wages and hiring information.								
13. Prepare a data sheet/resume which includes education, interests, work experience, and three personal references with addresses and phone numbers.								
14. Fill out correctly a sample job application.								
15. Demonstrate the ability to make a job interview appointment by phone and participate in a real or mock job interview with a follow-up evaluation.								
16. Demonstrate understanding of employer expectations; such as, working under supervision, appropriate dress and language, and completing assigned tasks on time.								

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP
Unit: Preschool								
17. Set up and maintain a preschool lab.								
18. Provide physical care for children, supervise free play, maintain working environment.								
19. Guide and encourage positive child behavior.								
20. Define stages of early childhood development.								
21. Prepare instructional materials.								
22. Plan and implement fine/gross motor skills for small/large groups.								
23. Plan and implement art, craft, music, science, social studies, math, drama, and creative activities for small/large groups.								
24. Select suitable toys and equipment.								
25. Formulate health care policy.								
26. Describe procedures for emergency treatment.								
27. Describe communicable diseases and need for immunization.								
28. Identify good nutrition.								
29. Plan suitable nutritious menus for clients.								
30. Determine Food Shopping Strategies.								
31. Prepare meals, demonstrate kitchen management and clean up.								
32. Recognize special dietary needs of clients.								
33. Utalize techniques to encourage clients to eat nutritionally.								
Unit: Communication								
34. Demonstrate skills for communicating with clients.								
35. Demonstrate skills for communicating with supervisors and peers.								
36. Read and follow instructions.								
37. Write legibly and appropriately.								
38. Read aloud to clients (individual/group).								
39. Demonstrate observation and listening skills.								
40. Keep records, notebook and journal.								

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP
41. Use audio-visual equipment.								
Unit: Elderly								
42. Define physical aspects of aging.								
43. Describe mental and psychological changes of the aging process.								
44. Explain socio-economic changes related to aging clients.								
45. Identify services and living arrangements for the elderly.								
46. List housekeeping and clerical tasks to be performed for the elderly.								
47. Create and present art, craft, musical, physical, party planning for small/large groups.								
48. Identify stages and(or) problems concerning death, dying and the terminally ill.								
Unit: Disabled								
49. Define three areas of developmental disabilities.								
50. Interpret P.L. 94-142; section 504.								
51. Evaluate accessability of public buildings for disabled.								
52. List community services available to the disabled.								
53. Contrast advantages/disadvantages of home/institutional care.								
54. Explain amniocentises.								
55. Explain basic living skills, special health problems, and clothing needs of the disabled.								
56. Explain ways the disabled can become more contributing and active members of school and society.								
Unit: School Age								
57. Demonstrate an understanding of school age development.								
58. Plan a variety of activities for small/large groups.								
59. Evaluate TV and media presentations for school age children.								
60. Describe child abuse, coping measures and services available.								
61. Describe dealing with divorce.								
62. Describe procedures for foster care.								

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP
Unit: Adolescents								
63. Demonstrates an understanding of adolescent development.								
64. Identifies sex, drug and sex experimentation.								
65. Identify five contraception methods-advantages/disadvantages.								
66. Demonstrate knowledge of conception, signs of pregnancy.								
67. List effects of nutrition, drugs, disease, exercise on pregnancy.								
68. State alternative open to pregnant teens and problems in teen marriages.								
69. List advantages/disadvantages of different methods of birth.								
70. Define symptons, treatments for S.T.D.								
71. Recognize sysmptoms of depression, prevention of suicide.								
72. List factors contributing to delinquency in adolescents.								
73. Recognize causes and ramifications of eating disorders.								

TEACHER COMMENTS: ____

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Evaluation Code Key

Performance

1. Can do all parts of the task - needs job entry supervision.
2. Can do most parts of the task - needs close supervision.
3. Can do simple parts of the task - needs extremely close supervision.

DNP Did not participate in this part of the course.

Knowledge

1. Can explain how and when a task must be done - can analyze facts and principles.
2. Can name most steps in doing a task - can explain simple facts and principles.
3. Can identify parts, tools and understands simple facts about the task.

DNP Did not participate in this part of the course.

STUDENT COMPETENCY PROFILE

Rutland Area Vocational-Technical Cente
Rutland, Vermont 05701
Tel. (802) 773-1990

Student Number:________ Vocational Program: Machine Trades

Student Name:________ Vocational Teacher:________ Year: 1985-86

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP
1. Demonstrates safety precautions in use of materials, tools and equipment.								
2. Maintains appropriate personal hygiene.								
3. Arrives on time and attends each day.								
4. Works cooperatively with fellow workers.								
5. Follows instructions willingly and accepts constructive criticism.								
6. Respects value of school and personal property and cares for it properly.								
7. Identify personal work-related areas.								
8. Identify personal work-related values.								
9. Identify three personal strengths and three vocational or educational skills.								
10. Review the qualifications required for a specific occupation and identify how to meet those qualifications s/he does not have.								
11. Demonstrate familiarity with the following sources of job information: a) newspaper ads, b) Vermont Job Service, c) school placement services, d) employment agencies, e) personal contacts.								
12. Identify three local employers in a chosen occupational field and list their addresses and phone numbers as well as their starting wages and hiring information.								
13. Prepare a data sheet/resume which includes education, interests, work experience, and three personal references with addresses and phone numbers.								
14. Fill out correctly a sample job application.								
15. Demonstrate the ability to make a job interview appointment by phone and participate in a real or mock job interview with a follow-up evaluation.								
16. Demonstrate understanding of employer expectations; such as, working under supervision, appropriate dress and language, and completing assigned tasks on time.								

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP
17. Reads and interprets blueprint and specification sheets.								
18. Performs basic shop math.								
19. Makes precision measurements with micrometers, calipers, gauges and indicators.								
20. Operates hardness tester.								
21. Operates and maintains power and hand tools.								
22. Locates needed information on wall charts and from reference manuals.								
23. Completes layout work accurately with semi-precision tools.								
24. Maintains and performs minor repairs on machines.								
25. Performs bench work operations.								
26. Performs machine drilling operations.								
27. Sets up and operates an engine lathe.								
28. Sets up and operates a vertical miller.								
29. Sets up and operates a surface grinder.								
30. Sets up and operates a vertical contour band saw.								
31. Sets up and operates metal cutting band saw and power hack saw.								
32. Sets up and operates a universal miller.								
33. Sets up and operates a dividing head.								
34. Sets up and operates an optical comparator.								
35. Constructs simple fixtures.								

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP

TEACHER COMMENTS: ____

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Evaluation Code Key

Performance

1. Can do all parts of the task - needs job entry supervision.
2. Can do most parts of the task - needs close supervision.
3. Can do simple parts of the task - needs extremely close supervision.

DNP Did not participate in this part of the course.

Knowledge

1. Can explain how and when a task must be done - can analyze facts and principles.
2. Can name most steps in doing a task - can explain simple facts and principles.
3. Can identify parts, tools and understands simple facts about the task.

DNP Did not participate in this part of the course.

STUDENT COMPETENCY PROFILE

Rutland Area Vocational-Technical Center
Rutland, Vermont 05701
Tel. (802) 773-1990

Student Number: ____________________
Vocational Program: Metal Fabrication/Welding

Student Name: ____________________
Vocational Teacher: ____________________
Year: 1985-86

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP
1. Demonstrates safety precautions in use of materials, tools and equipment.								
2. Maintains appropriate personal hygiene.								
3. Arrives on time and attends each day.								
4. Works cooperatively with fellow workers.								
5. Follows instructions willingly and accepts constructive criticism.								
6. Respects value of school and personal property and cares for it properly.								
7. Identify personal work-related areas.								
8. Identify personal work-related values.								
9. Identify three personal strengths and three vocational or educational skills.								
10. Review the qualifications required for a specific occupation and identify how to meet those qualifications s/he does not have.								
11. Demonstrate familiarity with the following sources of job information: a) newspaper ads, b) Vermont Job Service, c) school placement services, d) employment agencies, e) personal contacts.								
12. Identify three local employers in a chosen occupational field and list their addresses and phone numbers as well as their starting wages and hiring information.								
13. Prepare a data sheet/resume which includes education, interests, work experience, and three personal references with addresses and phone numbers.								
14. Fill out correctly a sample job application.								
15. Demonstrate the ability to make a job interview appointment by phone and participate in a real or mock job interview with a follow-up evaluation.								
16. Demonstrate understanding of employer expectations; such as, working under supervision, appropriate dress and language, and completing assigned tasks on time.								

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP
17. Identify, maintain, and use common hand tools.								
18. Identify, maintain, and use power hand tools.								
19. Identify common metals by basic sizes and shapes.								
20. Identify, store and use welding consumable products.								
21. Read Blueprints.								
22. Use measuring devices.								
23. Operate and maintain hand operated throatless shear.								
24. Operate and maintain off hand grinder.								
25. Select and layout materials for fabrication.								
26. Prepare materials for fabrication.								
27. Operate and maintain horizontal band saw.								
28. Operate and maintain Scotchman ironworker hydraulic shear.								
29. Operate and maintain Scotchman ironworker punch.								
30. Operate and maintain Scotchman iron worker notcher.								
31. Operate and maintain Di-acro hydraulic press brake.								
32. Operate and maintain eight foot manual brake.								
33. Sharpen twist drills.								
34. Operate and maintain drill press.								
35. Calculate and set drill speeds.								
36. Operate and maintain oxy-fuel welding equipment.								
37. Demonstrate oxy-fuel welding processes.								
38. Demonstrate oxy-fuel cutting processes.								
39. Operate and maintain shielded metal arc welding equipment.								
40. Demonstrate shielded metal arc welding processes.								
41. Use Electrodes (E6010, E7018, E6013, E7014, E7024) in various positions.								
42. Become certified by AWS for code 1 D1.1 structural single test plate.								
43. Become certified by AWS for code 1 D1.1 structural two test plates.								
44. Become certified for code: ASME IX part QW high pressure.								

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP
45. Operate and maintain gas tungsten arc welding equipment.								
46. Demonstrate gas tungsten arc welding processes.								
47. Operate and maintain gas metal arc welding equipment.								
48. Demonstrate gas metal arc welding processes.								
49. Demonstrate flux core arc welding processes.								
50. Demonstrate submerged arc welding processes.								
51. Operate and maintain carbon arc equipment.								
52. Demonstrate carbon arc gouging and cutting processes.								
53. Operate and maintain plasma arc welding equipment.								
54. Demonstrate plasma arc welding processes.								
55. Demonstrate plasma arc cutting processes.								
56. Determine elements of metals.								
57. Inspect welds for quality and penetration.								
58. Order materials for projects.								
59. Price materials for selection.								
60. Maintain project records.								
61. Prepare billing.								

TEACHER COMMENTS: ____

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Evaluation Code Key

Performance

1. Can do all parts of the task - needs job entry supervision.
2. Can do most parts of the task - needs close supervision.
3. Can do simple parts of the task - needs extremely close supervision.

DNP Did not participate in this part of the course.

Knowledge

1. Can explain how and when a task must be done - can analyze facts and principles.
2. Can name most steps in doing a task - can explain simple facts and principles.
3. Can identify parts, tools and understands simple facts about the task.

DNP Did not participate in this part of the course.

STUDENT COMPETENCY PROFILE

Rutland Area Vocational-Technical Center
Rutland, Vermont 05701
Tel. (802) 773-1990

Student Number: ____________

Vocational Program: Power/Agriculture Mechanics

Student Name: ____________

Vocational Teacher: ____________

Year: 1985-86

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP
1. Demonstrates safety precautions in use of materials, tools and equipment.								
2. Maintains appropriate personal hygiene.								
3. Arrives on time and attends each day.								
4. Works cooperatively with fellow workers.								
5. Follows instructions willingly and accepts constructive criticism.								
6. Respects value of school and personal property and cares for it properly.								
7. Identify personal work-related areas.								
8. Identify personal work-related values.								
9. Identify three personal strengths and three vocational or educational skills.								
10. Review the qualifications required for a specific occupation and identify how to meet those qualifications s/he does not have.								
11. Demonstrate familiarity with the following sources of job information: a) newspaper ads, b) Vermont Job Service, c) school placement services, d) employment agencies, e) personal contacts.								
12. Identify three local employers in a chosen occupational field and list their addresses and phone numbers as well as their starting wages and hiring information.								
13. Prepare a data sheet/resume which includes education, interests, work experience, and three personal references with addresses and phone numbers.								
14. Fill out correctly a sample job application.								
15. Demonstrate the ability to make a job interview appointment by phone and participate in a real or mock job interview with a follow-up evaluation.								
16. Demonstrate understanding of employer expectations; such as, working under supervision, appropriate dress and language, and completing assigned tasks on time.								

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP
SHOP CARE AND SAFETY								
17. Know and practice care and use of hand and power tools.								
18. Operate lifting equipment and supporting equipment.								
19. Know and practice applicable maintenance (janitorial skills) to power and agriculture mechanics.								
ENGINE MAINTENANCE AND OVERHAUL								
20. Check and/or replace ignition cables.								
21. Service spark plug.								
22. Select and change oil, air, fuel and pollution control filters.								
23. Adjust carburetor, high, idle, idle stop and choke.								
24. Diagnose, repair, replace injectors, filters and liners on compression and ignition engines.								
25. Replace rings, hone cylinder, replace seals and gaskets.								
26. Grind valves and seals to correct angle.								
27. Service cooling system, water pumps, radiators, gaskets, and thermostats.								
WELDING SKILLS								
28. Heat, gas weld, braze, and cut with oxy-acetylene torches.								
29. Arc weld with an AD-DC arc welder in horizontal positions.								
DIRECT CURRENT ELECTRICITY								
30. Test and service electrical components (wire, fuses and motors).								
31. Troubleshoot, replace or repair starter motor.								
32. Troubleshoot, replace or repair alternator--generator.								
33. Jump start battery of vehicle (tractor or farm truck).								
34. Splice and make wire connections.								
EQUIPMENT MAINTENANCE AND OVERHAUL								
35. Check transmission and differential for lube service.								
36. Check final drive and torque tube for lube service.								
37. Replace grease fitting.								

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP
EQUIPMENT MAINTENANCE AND OVERHAUL (cont.)								
38. Lubricate steering and chassis components.								
39. Replace or service universal joints.								
40. Replace, pack, adjust and service wheel bearings.								
41. Service and check power steering reservoir and hydraulic reservoir.								
42. Check and service drive belts.								
43. Inspect, rotate, repair or replace tires.								
EQUIPMENT OPERATION AND SAFETY								
44. Operate and drive power and agriculture equipment.								
FLUID POWER								
45. Service and troubleshoot hydraulic systems.								
46. Service and troubleshoot pneumatic systems.								
ALTERNATING CURRENT								
47. Troubleshoot basic alternating current circuits.								
BASIC TRADE SKILLS								
48. Use written, oral or sketched instructions.								
49. Add, subtract, multiply, or divide as related to Power/Agriculture Mechanics.								
50. Use the decimal system as related to power and agriculture mechanics.								
51. Use the metric system of meausrement as it applies to power and agriculture mechanics.								
52. Read and do mathematic calculations as they apply to the use of measuring devices (vernier, calipers or micrometers) in power and agriculture mechanics.								
53. Do mathematical extensions as they apply to service report, bills, etc. in the power and agriculture trade.								
54. Prepare written trade reports as applicable to power and agriculture.								
55. Use common testing and measuring devices as related to power and agriculture mechanics.								
56. Practice time accountability in repair of customers' work.								

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP
BASIC TRADE SKILLS (cont.)								
57. Utilize parts specifications set down by manufacturer and parts supplier.								
58. Confirm parts in relation to serial and model number and interpret schematics.								
59. Keep inventory--avoid duplication of parts orders.								
60. Create good customer and company relationships: i.e. exhibit good human relationship skills.								

TEACHER COMMENTS: ____

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Evaluation Code Key

Performance

1. Can do all parts of the task - needs job entry supervision.
2. Can do most parts of the task - needs close supervision.
3. Can do simple parts of the task - needs extremely close supervision.

DNP Did not participate in this part of the course.

Knowledge

1. Can explain how and when a task must be done - can analyze facts and principles.
2. Can name most steps in doing a task - can explain simple facts and principles.
3. Can identify parts, tools and understands simple facts about the task.

DNP Did not participate in this part of the course.

STUDENT COMPETENCY PROFILE

Rutland Area Vocational-Technical Center
Rutland, Vermont 05701
Tel. (802) 773-1990

Student Number: ____________ Vocational Program: SECRETARIAL

Student Name: ____________ Vocational Teacher: ____________ Year: 1985 - 86

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP
1. Demonstrates safety precautions in use of materials, tools and equipment.								
2. Maintains appropriate personal hygiene.								
3. Arrives on time and attends each day.								
4. Works cooperatively with fellow workers.								
5. Follows instructions willingly and accepts constructive criticism.								
6. Respects value of school and personal property and cares for it properly.								
7. Identify personal work-related areas.								
8. Identify personal work-related values.								
9. Identify three personal strengths and three vocational or educational skills.								
10. Review the qualifications required for a specific occupation and identify how to meet those qualifications s/he does not have.								
11. Demonstrate familiarity with the following sources of job information: a) newspaper ads, b) Vermont Job Service, c) school placement services, d) employment agencies, e) personal contacts.								
12. Identify three local employers in a chosen occupational field and list their addresses and phone numbers as well as their starting wages and hiring information.								
13. Prepare a data sheet/resume which includes education, interests, work experience, and three personal references with addresses and phone numbers.								
14. Fill out correctly a sample job application.								
15. Demonstrate the ability to make a job interview appointment by phone and participate in a real or mock job interview with a follow-up evaluation.								
16. Demonstrate understanding of employer expectations; such as, working under supervision, appropriate dress and language, and completing assigned tasks on time.								

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP
CYCLE 1								
17. Keyboarding								
A. Identifies and labels parts of the typewriter .								
B. Demonstrates correct position for typing .								
C. Locates and operates home row keys .								
D. Operates letter keys .								
E. Operates figure keys .								
F. Operate service keys .								
18. Types a simple memorandum .								
19. Centers simple copy horizontally & vertically .								
20. Demonstrates knowledge of word division .								
21. Demonstrates proper erasing technique .								
22. **Arranges** and types short personal reports, book reviews and letters .								
23. Arranges and types simple business letters in block style .								
24. Arrange and type large and small envelopes; practice folding and inserting procedure .								
25. Assembles, types and corrects carbon pack .								
26. Centers, arranges, and types simple multiple column tables .								
27. Types topic outlines and unbound reports with/without footnotes .								
28. Demonstrates ability to type with speeds of 30+WPM with 5 errors .								
CYCLE 11								
29. Demonstrates use of grammer spelling composition and word division .								
30. Demonstrates knowledge of typing from unarranged copy .								
31. Centers on lines of varying length and paper of various sizes .								
32. Demonstrates knowledge of letter placement table to arrange and type letters in modified block and block styles .								
33. Demonstrates knowledge of rules of typing numbers and of capitalization.								

COMPETENCIES	EVALUATION Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP
34. Types complex reports from arranged and rough draft copy with side headings.								
35. Types a left bound report with/without footnotes, including side headings, a bibliography and title page.								
36. Types complex tables including: main title, sub title, column heading, footnotes and figure alignments, boxed and ruled forms.								
37. Organize and type: memos, index cards, two-page form letters, invoices, minutes of a meeting, appointment schedule for office applications.								
38. Types an itenerary.								
39. Developes ability to type a variety of office forms.								
40. Demonstrates ability to type with speeds of 40+WPM with 5 errors.								
CYCLE 111								
41. Develops the ability to type on special size stationery.								
42. Develops ability to type letters with special features.								
43. Develops skill in typing inter and intra office communications by typing complex memos, message reply memos and telegraphic messages.								
44. Organizes, sets up and types a variety of simulated office projects found in a typical business (applied office typing).								
45. Demonstrates ability to utilize memory typewriter functions including storage retrival and editing on a variety of practical jobs including repetitive projects, memos and reports.								
46. Demonstrates ability to type with speeds of 50+WPM with 5 errors.								
47. Demonstrate ability to read and write shorthand outlines using appropriate short hand principles and theory.								
48. Illustrate instant recall of gregg brief forms.								
49. Master the art of correct punctuation and spelling to be used in transcription.								
50. Demonstrate ability to take and transcribe shorthand dictated at speeds of 40+WPM with 95% accuracy.								

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP
ADVANCED SHORTHAND/TRANSCRIPTION								
51. Take dictation at speeds of 60 - 120 wam in order to produce mailable documents from shorthand notes.								
MACHINE TRANSCRIPTION								
52. Operate the transcribing unit for efficient, fast, accurate processing and distribution of a variety of machine - dictated, mailable documents.								
ACCOUNTING								
53. Demonstrate knowledge of the role of Accounting in Business and in relation to fundamental elements of accounting and equation.								
54. Analyze business transactions.								
55. Record changes in accounts.								
56. Journalize data and post data to the ledger.								
57. Prepare a trial balance and financial statements.								
58. Close the ledger.								
59. Maintain a checking account and reconcile the bank statement with the checkbook balance.								
60. Establish, maintain, and replenish the petty cash book.								
61. Maintain payroll records.								
ELECTRONIC CALCULATOR								
62. Demonstrate the touch operation of the calculator in the basic functions of addition, subtraction, multiplication and division.								
63. Demonstrate the proper use of the memory register in practical applications such as: Accumulative and negative multiplication, applying discounts, extending and auditing invoices, applying markon, markup and markdowns.								
MAIL AND SHIPPING SERVICES								
64. Demonstrate proper handling and dispatch of incoming and outgoing mail including domestic mail and special postal services.								

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP
65. Demonstrate proper use of special shipping and mail services available to business .								
DEALING WITH PUBLIC								
66. Demonstrate the appropriate speech and manner in greeting th public in a business office.								
67. Demonstrate the receptionist's role in scheduling appointments, maintaining a calendar, assisting callers, handling delays and maintaining the schedule.								
TELEPHONE TECHNIQUES								
68. Demonstrate the proper voice, speech, vocabulary and business manner necessary to handle incoming and outgoing calls in the office including the variety of phone services available to business .								
WORD PROCESSING								
69. Demonstrate knowledge of the development of Word Processing and the word processing cycle.								
70. Demonstrate the proper uses of the operational parts of the minicomputer to enter, edit, save, retrieve, and print a variety of business documents on the computer.								
FILING								
71. Demonstrate basic filing and indexing rules and procedures and use them to establish and maintain alphabetic, geographic, numeric and subject filing systems .								
72. Demonstrate proper charge and transfer method and selection of filing equipment and supplies .								
OFFICE SIMULATION								
73. Using the skills acquired in other units, demonstrate the work/paper flow found in the typical office and the communications skills and proper work attitude needed for success in business .								

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP

TEACHER COMMENTS: ____

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Evaluation Code Key

Performance

1. Can do all parts of the task - needs job entry supervision.
2. Can do most parts of the task - needs close supervision.
3. Can do simple parts of the task - needs extremely close supervision.

DNP Did not participate in this part of the course.

Knowledge

1. Can explain how and when a task must be done - can analyze facts and principles.
2. Can name most steps in doing a task - can explain simple facts and principles.
3. Can identify parts, tools and understands simple facts about the task.

DNP Did not participate in this part of the course.

STUDENT COMPETENCY PROFILE

Rutland Area Vocational-Technical Center
Rutland, Vermont 05701
Tel. (802) 773-1990

Student Number: ____________________
Vocational Program: Timber Harvest & Forest Production

Student Name: ____________________
Vocational Teacher: ____________________
Year: 1985-86

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP
1. Demonstrates safety precautions in use of materials, tools and equipment.								
2. Maintains appropriate personal hygiene.								
3. Arrives on time and attends each day.								
4. Works cooperatively with fellow workers.								
5. Follows instructions willingly and accepts constructive criticism.								
6. Respects value of school and personal property and cares for it properly.								
7. Identify personal work-related areas.								
8. Identify personal work-related values.								
9. Identify three personal strengths and three vocational or educational skills.								
10. Review the qualifications required for a specific occupation and identify how to meet those qualifications s/he does not have.								
11. Demonstrate familiarity with the following sources of job information: a) newspaper ads, b) Vermont Job Service, c) school placement services, d) employment agencies, e) personal contacts.								
12. Identify three local employers in a chosen occupational field and list their addresses and phone numbers as well as their starting wages and hiring information.								
13. Prepare a data sheet/resume which includes education, interests, work experience, and three personal references with addresses and phone numbers.								
14. Fill out correctly a sample job application.								
15. Demonstrate the ability to make a job interview appointment by phone and participate in a real or mock job interview with a follow-up evaluation.								
16. Demonstrate understanding of employer expectations; such as, working under supervision, appropriate dress and language, and completing assigned tasks on time.								

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP
17. Identifies standing trees.								
18. Uses leaf keys.								
19. Performs basic first aid functions.								
20. Performs CPR (Cardiopulmonary Resusitation).								
21. Fells trees out of natural lean.								
22. Frees "hung" trees.								
23. Identifies parts of chain saw.								
24. Disassemble bar, chain, filters.								
25. Properly cleans saw strut, clutch area and guide bar.								
26. Dresses down bar.								
27. Assembles saw and adjusts chain tension.								
28. Adjusts chainsaw carburetor.								
29. Demonstrates methods for safely starting saw.								
30. Properly check oil output and chain tension.								
31. Fell, limb and buck with a chainsaw.								
32. Uses lever and pendulum methods for limbing.								
33. Files chains by means of grinding stone and hand file.								
34. Changes oil in diesel equipment.								
35. Changes fuel and oil filters in diesel equipment.								
36. Identifies major parts of crawler and rubber-tired skidder and understands their purpose.								
37. Identifies and reads dials on crawler and skidder.								
38. Adjusts crawler steering clutches.								
39. Adjusts crawler track tension.								
40. Lubricates winch line.								
41. Operates crawler and skidder under a variety of conditions.								
42. Uses a concave blade.								

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP
43. Levels out, distributes soil in preparation of construction of roads and waterbars.								
44. Handles winch line with grab links.								
45. Use chokers and utilizes rolling hitch.								
46. Skids logs with crawler and skidder.								
47. Piles logs at landing using concave blade.								
48. Identifies saw logs, veneer logs, pumpwood and firewood.								
49. Identifies log species.								
50. Uses scaling sticks.								
51. Tallies logs.								
52. Prunes trees for development of sawtimber.								
53. Mixes diesel fuel with kerosene and fills and stores fuel properly.								
54. Uses ether to start diesel equipment.								
55. Sharpens axes, brush cutters, mauls, and cross-cut saw.								
56. Cleans, oils and makes minor repairs on all handtools.								
57. Runs a portable sawmill.								
58. Makes chain loops from reel.								
59. Repairs broken saw chain.								
60. "Breaks in" new chain properly.								
61. Develops knowledge of local wood product markets.								
62. Cuts and splices wire rope.								
63. Understands timber contracts.								
64. Understands process for timber sale bids.								
65. Understands principles and set-ups regarding cable logging.								
66. Uses ropes to perform basic tree climbing operations.								
67. Understands forest fire behavior, prevention and control.								
68. Stores, handles, plants and fertilizes tree seedlings.								
69. Uses measuring tapes and Gunter's chain.								

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP
70. Uses pacing technique.								
71. Measures tree height and diameters.								
72. Uses increment borer to age trees.								
73. Understands development of "log rules".								
74. Uses various log rules in order to determine board foot volumes of logs.								
75. Calcuulates board foot volumes of logs and standing trees.								
76. Uses hand compass and staff compass.								
77. Establishes boundaries and develops maps.								
78. Understands major components of topographic maps.								
79. Finds bearings and elevations on topographic maps.								
80. Understands and develops basic "cover-type" map.								
81. Uses stereoscope to view and covertype aerial photographs as well as locate major topographical features.								
82. Demonstrates general understanding of forest development.								
83. Marks trees for commercial and pre-commercial thinning.								
84. Sets up CFI plots.								
85. Uses prism to measure basal area.								
86. Takes soils samples and makes appropriate soils tests.								
87. Identifies and measures various soil horizons in a soil pit.								
88. Uses soils maps.								
89. Identifies common tree diseases.								
90. Identifies common insect damage.								

COMPETENCIES	EVALUATION							
	Performance				Knowledge			
	1	2	3	DNP	1	2	3	DNP

TEACHER COMMENTS: ____

____

Evaluation Code Key

Performance

1. Can do all parts of the task - needs job entry supervision.
2. Can do most parts of the task - needs close supervision.
3. Can do simple parts of the task - needs extremely close supervision.

DNP Did not participate in this part of the course.

Knowledge

1. Can explain how and when a task must be done - can analyze facts and principles.
2. Can name most steps in doing a task - can explain simple facts and principles.
3. Can identify parts, tools and understands simple facts about the task.

DNP Did not participate in this part of the course.

V. NOTES

NOTES

[1] Hildreth Hoke McAshen, *Competency-Based Education and Behaviorial Objectives* (Englewood Cliffs, New Jersey: Educational Technology Publications, 1979), p. 32.

[2] U. S. Department of Labor, Washington, *Training Achievement Record*, Employment and Training Administration, ETA 6-174 ([Washington, D.C.: GPO, 1978]), 773.281/55/7.

[3] Vermont Department of Education, *State Board Procedures (Re: S-154, Chapter 37, Section 1532(c))*, Division of Adult & Vocational-Technical Education, Draft #4 ([Montpelier, Vermont: n.p., 1985]), p. 6.

[4] Hildreth Hoke McAshen, *Competency-Based Education and Behaviorial Objectives* (Englewood Cliffs, New Jersey: Educational Technology Publications, 1979), p. 33.

[5] Ibid.

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